

EQUAL OPPORTUNITY OFFICE CORRESPONDENCE

DATE: JUNE 4, 2003

TO: PERSONNEL LIAISONS & MANAGEMENT STAFF

FROM: YVETTE R. LEONARD, DIRECTOR
EQUAL OPPORTUNITY OFFICE

SUBJECT: ERGONOMIC ASSESSMENT PROCEDURE

The Equal Opportunity Office (EO Office) has the responsibility for processing the Department of Consumer & Industry Services' ergonomic assessment requests from employees with medical conditions that are affected by the performance of their job duties. The EO Office Director, Yvette R. Leonard, has the authority to approve ergonomic assessment requests for the Department of Consumer & Industry Services.

Attached is the newly developed form UC 7126 – Ergonomic Assessment Request By Employee, the instructions for completion and the procedure. Ergonomic assessments are a function of the Employee Health Management (EHM) “At-Risk” program. The program is designed to create an ergonomically healthy work environment. This is accomplished through modification of workplace conditions and job demands.

Any questions regarding this process should be directed to the EO Office at (313) 456-2461 or (313) 456-2469.

For additional information about the EO Office, visit our web site at:
<http://www.ua.state.mi.us/humanres/eoo/default.htm> or
<http://web.cis.state.mi.us/hr/home.htm>

Source: EO Office Expiration: None